



ENTERED

United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221



DATE: April 21, 2004
REPLY TO:
ATTN OF: CBFO:QA:MPN:GS:04-0093:UFC 2300.00
SUBJECT: Issuance of Corrective Action Reports Initiated During Audit A-04-12
TO: Brain Edgerton, DOE-ID

The Carlsbad Field Office (CBFO) performed Transportation Re-Certification Audit A-04-12 of the Idaho National Engineering and Environmental Laboratory (INEEL) Advanced Mixed Waste Treatment Project (AMWTP) on April 12-15, 2004. CBFO Corrective Action Report (CAR) 04-019 is attached.

Please document on the attached CAR continuation sheets your proposed corrective actions and a schedule for completion of CAR 04-019 and forward to me prior to the response due date identified in CAR block 14. Also attached are the instructions for providing corrective action responses for your use in preparing the required responses.

If you have any questions or comments, please contact me at (505) 234-7483.


Martin P. Navarrete
Quality Assurance Specialist

Attachments

cc: w/attachments
A. Holland, CBFO *ED
K. Watson, CBFO *ED
R. Knerr, CBFO *ED
E. Schweinsberg, BNFL *ED
J. Wells, DOE-ID *ED
E. Dumas, BNFL *ED
M. Eagle, EPA *ED
E. Feltcorn, EPA *ED
R. Joglekar, EPA *ED
S. Zappe, NMED *ED
S. Holmes, NMED *ED
S. Webb, EEG *ED
J. Willis, WTS *ED
T. Sellmer, WTS *ED
J. May, CTAC *ED
D. Scott, CTAC *ED
A. Pangle, CTAC *ED
K. Dunbar, WRES
CBFO QA File
CBFO M&RC

040411



CORRECTIVE ACTION REPORT

1. CAR No.: 04-019	2. Activity Report No.: A-04-12	3. Page <u>1</u> of <u>2</u>
4. Controlling Document: DOE/WIPP 02-3183	5. CBFO Assessment Team Leader: Martin Navarrete	
6. Responsible Organization: BNFL Operations (AMWTP)	7. CAQ Was Discussed With: Jerry Hampton	
8. Requirement that was violated: Contrary to the requirements of DOE/WIPP 02-3183, Sections 1.1, 5.6, 5.7 and Work Instruction CH.01, the following conditions adverse to quality (See Item 9 below) were identified.		
9. Condition Adverse to Quality: <ul style="list-style-type: none"> Maintenance records 03-087 thru 03-092 have not been forwarded to WIPP M&O and are missing from the BNFL TRUPACT-II Maintenance Record logbook. Maintenance Job Nos. 03-041, 03-042, 03-043 and 03-048 replaced ICV/OCV seal test port plugs but failed to replace the corresponding o-rings. Maintenance Job Nos. 04-002 thru 04-009 used an obsolete revision of the Maintenance record. 		
10. Suggested Actions (Optional):		
11a. Significant CAQ (Yes or No): No 11b. Work Suspension Recommended (Yes or No): No 11c. RCRA-Related (Yes or No): No 11d. Accelerated Corrective Action Required (Yes or No): No		
12. Types of Actions: Remedial: <input checked="" type="checkbox"/> Investigative: <input checked="" type="checkbox"/> Root Cause: <input type="checkbox"/> Actions to Preclude Recurrence: <input checked="" type="checkbox"/>		
13. CAR Initiator: <u>L. Dee Scott/Joe Willis/Todd Sellmer</u> Date: <u>04/19/04</u>		
14. Response Due Date: <u>May 21, 2004</u> Corrective Action Plan Required: YES Required Corrective Action Completion Date: <u>N/A</u>		
15. a. Concurrence: <u>Martin Navarrete</u> <u>4-21-04</u> b. <u>N/A</u> <u>N/A</u> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <small>Assessment Team Leader</small> <small>Date</small> </div> <div style="text-align: center;"> <small>Responsible Assistant Manager</small> <small>Date</small> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <small>c. <u>N/A</u></small> <small>Quality Assurance Manager</small> </div> <div style="text-align: center;"> <small><u>N/A</u></small> <small>Date</small> </div> </div>		
16. Corrective Actions Proposed by the Responsible Organization: Use CAR Continuation Sheet		
17. Acceptance of Proposed Corrective Actions: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"><small>Assessment Team Leader</small></div> <div style="width: 40%;"><small>Date</small></div> </div>		
18. Verification of Corrective Action Completion: (Use CAR Continuation Sheet)		
19a. Verified By: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <div><small>Name</small></div> <div><small>Date</small></div> </div> 19b. Trend Cause Code: _____		
20. Closure: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <div><small>Quality Assurance Manager</small></div> <div><small>Date</small></div> </div>		

CBFO CORRECTIVE ACTION REPORT

(continuation sheet)

1. CAR No.:

2. Activity No.:

3. Page ____ of ____

Block #_

INSTRUCTIONS FOR PROVIDING CORRECTIVE ACTION RESPONSE

WASTE ISOLATION PILOT PLANT
U.S. DEPARTMENT OF ENERGY
Carlsbad Field Office

CAR NO: 04-019

PAGE 1 OF 1

INSTRUCTIONS FOR COMPLETING A CORRECTIVE ACTION RESPONSE TO A CAR ADDRESSING A CONDITION ADVERSE TO QUALITY

You are requested to provide a corrective action in response to this corrective action report (CAR) by the due date identified in block 14 of the CAR. If this date cannot be met, provide a written request for extension to the assessment team leader (block 5). This request must include justification for the delay and must be provided prior to the due date.

The response shall address the corrective actions indicated in block 12. As appropriate, develop the response in accordance with the following sequence and format:

In order to develop the CAR response, perform an investigative action to determine the extent and impact of the deficiency and to identify the root cause. Next, determine the actions required to correct the adverse condition. The response shall include the following information, as appropriate to block 12.

1. Corrective action response for CAR #
 - A. **Remedial Action**-Describe actions required or taken to correct the specific conditions noted and any similar conditions identified during the investigations.
 - B. **Extent and Impact of the Deficiency**-Describe the investigative actions performed to determine the extent and impact of the condition and the results. This will include a determination of the acceptability of any data generated prior to resolution of the deficiency.
 - C. **Root Cause Determination**-Identify the root cause of the condition as determined through investigative action.
 - D. **Corrective Action to Preclude Recurrence**-Identify the actions required to address the root cause of the condition in order to preclude recurrence.
2. For each action above, identify the individual assigned responsibility for completion of the action and the anticipated (or actual, if complete) completion date.
3. The response must identify the individual having the overall responsibility for completion of the corrective actions.